



Signal Hill Campus/St. John's Campus

SHC Operations, Conference and Event Services
Emera Innovation Exchange, Suite B-2003
St. John's, NL Canada A1C 5S7
Tel: 709 864 3133 www.mun.ca/signalhillcampus

Terms and Conditions

For Complimentary Usage of Seminar Rooms at Emera Innovation Exchange

Background

Memorial University's Signal Hill Campus (SHC) is comprised of two public-centric facilities, the Emera Innovation Exchange (EIX) and the Johnson Geo Centre (Geo). EIX was designed as a dynamic public engagement hub for fostering social and economic innovation, professional and organizational development, civic engagement, and public dialogue. Geo is a science interpretation centre, open to public tours, showcasing the rich geological and scientific history of the province. Both facilities include conference spaces and services available to both internal and external clients and managed by Memorial's SHC Operations, Conference and Event Services (SHC Ops/CES) unit.

The SHC mandate balances two often competing requirements – to support the academy while operating on 100% cost recovery (and ideally profitable) basis. In an effort to achieve both sides of this mandate, SHC Ops/CES has implemented a pilot program at SHC where all internal Memorial clients will receive the following:

- A selection of meeting spaces at no cost; and
- A 10% discount on all remaining spaces (services excluded).

The current document outlines the scope, terms, and conditions for the meeting spaces at SHC that are to be offered at no cost.

Scope

Spaces included as part of this offer are currently limited to:

- EIX: 1st floor seminar rooms B-1001, B-1002, B-1005, B-1006, B-1007, and B-1008.

Clients who are eligible for this offer are limited to Memorial units, faculty, staff, or students who are using the rooms to conduct University business.

Services managed and/or offered by SHC Ops/CES, including but not limited to: parking, audio-visual support, online support, registration, food and beverage, etc. are not included as part of this offering and will be charged to clients at standard rates if requested.

Terms and Conditions

Availability

- 1) Complimentary spaces are only available at no cost during regular business hours at Signal Hill Campus, or Monday through Friday, 9:00 a.m. to 4:00 p.m.
 - a. Complimentary bookings are not available on weekends or University staff holidays.
 - b. In the event of a campus closure due to weather, utility interruption, emergencies, or any other reason, all complimentary bookings will be automatically cancelled.
- 2) Complimentary spaces may only be booked at no cost within 48 hours to 2 weeks in advance of the booked date.
- 3) Clients must respect the booked timeframe as the room may be booked by another client immediately before or after their own booking.
- 4) In the event that a complimentary space is no longer needed prior to the booking, clients agree to cancel the booking by way of the booking panel or SHC Ops/CES website or risk removal of their booking privileges.

Space Only As Is

- 5) Complimentary spaces are offered as is, with only the standard room furniture and equipment guaranteed. If additional equipment, amenities, or services are required, the client must contact SHC Ops/CES to request and will be subject to standard fees.

Room Capacities

- 6) Clients agree to not exceed any communicated room capacity limits.

Damages, Losses, and Clean-Up

- 7) Clients agree to clean up and remove any and all garbage, recyclables, and other items brought into the space.
- 8) Clients agree to return all furniture and equipment to the state in which these were found.
- 9) Clients agree to cover, in full, any and all costs associated with the repair or replacement of infrastructure, furniture, or equipment damaged or lost through the actions or negligence of the client or the attendees.
- 10) SHC Ops/CES is not responsible for any of the client's belongings damaged or lost as a result of this complimentary booking, unless through willful negligence or action from SHC Ops/CES.

Prohibited Items

- 11) The following items are prohibited and must not be brought into either SHC building unless written permission from SHC Ops/CES has been granted prior to the booking:

- (i) Candles, incense, burners or other open flames;
- (ii) Compressed gasses of any kind (e.g. butane, propane, etc.);
- (iii) Fog or smoke machines;
- (iv) Helium balloons;
- (v) Feathers, flower petals, bubbles, confetti, rice, glitter, projectiles of any sort, or anything else that require significant clean up.

12) Clients are to refrain from hanging any materials on walls, ceilings, or equipment.

13) Clients are to refrain from using adhesives of any type on walls, doors, windows, ceilings, floors, furniture, or equipment.

Health and Safety

14) Clients must adhere to any and all health and/or safety requirements put in place by Memorial University or SHC Ops/CES.

15) Clients and their attendees must adhere to any and all COVID-19 protocols set forth by the Government of Newfoundland and Labrador and/or Memorial University.

Respect all Rules and Regulations

16) Clients agree that they will respect and adhere to all terms and conditions set within the this document, as well as any and all additional rules, regulations, policies, or procedures implemented and/or communicated by Memorial University or SHC Ops/CES.

17) Failure to adhere to clause 18 may result in the suspension or permanent removal of all booking privileges at SHC.

Client Acknowledgement

I, as Client, hereby agree to all of the above terms and conditions by way of usage of this room booking application.